

~~SECRET~~

4 October 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[redacted]  
Director of Information Services

25X1

SUBJECT: OIS Weekly Report (27 September - 3 October 1984)

A. PROGRESS ON ACTION ITEMS

1. CBS vs. Westmoreland. The Classification and Review Division (CRD) has completed processing what should be the final three FOIA referrals from the Department of the Army in the CBS vs. Westmoreland case. The judge handling the case has stated that he wants all documents to be delivered to the requesters by 5 October. The case has a 9 October court date. CRD processed 1,222 documents in this case. [redacted]

25X1

2. Possible Reclassification of Previously Declassified Material. Chief, CRD, visited the Washington National Records Center (WNRC) to gather facts about an FOIA request submitted to the Army which has surfaced information (three index cards) in Army documents at WNRC similar to information which the Agency declassified in 1976. The Army material identifies their support of the Gehlen intelligence organization--although the Gehlen organization is referred to only by codeword. A classification reviewer from the Department of Defense (DoD) said they did not plan to release the information; in processing the FOIA, however, an assistant archivist at WNRC recalled a CIA document containing information similar to that contained on the index cards and which had been declassified by the Agency. The document in question is a memo from former DCI Admiral R. H. Hillenkoetter to the Army. The memo refers to the agreement between CIA and the Army in which the Army would [redacted] and identifies the 7821 Composite Group as the mechanism through which the Army supported the Gehlen organization. CRD's preliminary view is that the document should

25X1

25X1

~~SECRET~~

S E C R E T

have remained classified. The first step in solving the problem is to determine whether the document--and any copies--is reasonably recoverable. The matter is being referred to the DO with full details to see if they agree to the need to reclassify and to ask guidance in responding to the FOIA request to the Army regarding the three index cards. [ ]

3. TRIS. Representatives of the Information Resources Management Division (IRMD) met with Chief, Arms Control Intelligence Staff, on 26 September and briefed him on TRIS describing its principal features and those aspects that would relate to his staff. This briefing was the section's first with a component office other than a registry. A similar briefing will be given to the DDI's Collection Requirements and Evaluation Staff in the near future. [ ]

25X1

4. Information Services Center (ISC). A representative of IRMD chaired the initial meeting of the ISC Technical Working Group composed of representatives of the Offices of Communications, Logistics, Data Processing, and Information Services. The representatives at this meeting raised questions about the control of the centers, slotting of personnel, and the activities that would be included therein. They also outlined some of the services their offices will contribute to their individual ISC. Group members will define their parent requirements for space, equipment, and people in their New Headquarters Building ISC. The group agreed to identify the specific requirements for each office in the ISC and leave any other matters to be worked out by office management. [ ]

25X1

5. OSS Records. The second increment of OSS records was transferred to the National Archives and Records Center on 2 October 1984. The transfer, consisting of 144 boxes containing approximately 110 cubic feet of records, was completed within three months of the Memorandum of Understanding executed by the DDA and the Archivist of the United States. The original increment of 198 cubic feet was made available to the public in June 1984. [ ]

25X1

## B. SIGNIFICANT EVENTS AND ACTIVITIES

### 1. Information Management Training.

a. Deputy Chief, IRMD, and other representatives from IRMD met with Ms. J. Barnes, National Archives and Records Service (NARS), to discuss the Files Maintenance and Disposition Workshop that NARS will

25X1

S E C R E T

## S E C R E T

conduct for MI careerists in December. The meeting provided the opportunity for Ms. Barnes to determine the type of MI officer who will be receiving the training and the subjects that OIS would like to have emphasized. Ms. Barnes and her staff will attempt to tailor the program to accommodate our interests and to link exercises to actual IRMD records. Two of these workshops will be held over the next year to accommodate about 50 MI careerists.

25X1

b. Mr. B. Ellis, under contract to the General Services Administration, is conducting a dedicated running of the GSA course, entitled Managing Records and Information Systems, for 27 MI careerists. The course provides a broad overview of information and records management programs, as well as background on how these programs come into being. This is the second in-house running of this course that OIS has sponsored in the past six months; future requirements for this training course will be satisfied on an individual basis because more than 50 careerists have attended this program.

25X1

2. Forms Catalog. The new Agency forms catalog, prepared by IRMD was published this week. In addition to sporting a redesigned cover, the catalog provides an up-to-date listing of all forms that are currently used in Headquarters. This catalog will be updated on an annual basis.

25X1

25X1

Attachment

**Page Denied**

Next 3 Page(s) In Document Denied